

State of Nevada
Department of Health and Human Services
Aging and Disability Services Division

**SOCIAL SERVICES
APPLICATION INSTRUCTIONS**

**Two-Year Competitive Grant Cycle
Fiscal Years 2016 & 2017**

Reporting Cycle – Fiscal Year 2016 (July 1, 2015 – June 30, 2016)

These instructions are for services **other than** Aging and Disability Resource Center (ADRC). To apply for funds to provide ADRC services, agencies must utilize the ADRC-specific grant application and instructions, which are available at <http://adsd.nv.gov/programs/grant/applications/FY16ADRC>.

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ELECTRONIC FILE INSTRUCTIONS

Two files are to be used when completing the grant application:

1. Microsoft Excel File: ADSD Competitive Social Services Grant Application FY 2016 - Part 1
2. Microsoft Word File: ADSD Competitive Social Services Grant Application FY 2016 - Part 2

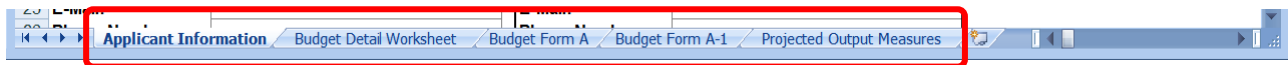
The **Excel** file contains the following forms, in order:

- Applicant Information Page
- Budget Detail Worksheet
- Budget Form A
- Budget Form A-1
- Projected Output Measures (two versions)

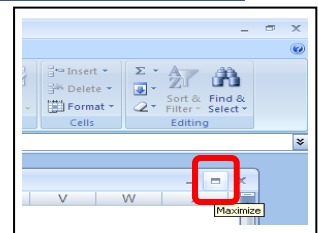
The application must have all of the above-listed Excel forms completed and submitted.

- Even if there is no match requirement, you must submit Budget Form A-1. Fill in boxes 9 and 10 on the form.

To access each form in Excel, click on the corresponding tab at the bottom of the page as shown here:



If you do not see tabs at the bottom of the spreadsheet, maximize the screen by clicking the button on the right side of the screen, as shown here:



PLEASE NOTE: Do not utilize multiple copies of the Excel file to create your application; there are formulas that carry over from page-to-page. For best results, complete each tab of the workbook in order. Additionally, do not paste information from past applications, as it might cause problems with the formulas. This will ensure that invalid error messages are not shown on the application after printing and linked boxes will have a value.

The **Word** file contains the following forms, in order:

- Application Checklist
- Executive Summary
- Applicant Questionnaire
- Proposal Goals and Activities
- Targeting Plan
- Organizational Standards
- Assurances

Applications must be assembled according to the instructions on the Application Checklist and be in the exact format noted on Pages 5 and 6.

Both files contain internal spell check buttons, which permit you to check the protected documents for spelling and grammatical errors. Use this feature by enabling your macros when you open the document or after the document is saved. **Applications are expected to be free of spelling and grammatical errors.** For technical assistance with this or other application functions, contact Kristi Martin at kmartin@adsd.nv.gov.

FUNDING INFORMATION AND PROCEDURES

Note: The terms “Division” and “ADSD” will be used interchangeably in reference to the Aging and Disability Services Division throughout these instructions and the application. The terms “seniors” and “older persons/individuals” refer to individuals age 60 or older, unless specified otherwise.

1. Grant Requirements and Regulations

Before completing the application, **thoroughly read this instruction packet**, as well as the grant assurances (located in the Word portion of the application), General and Service-Specific Service Specifications, and Program Instructions – Nevada (PINS). These documents outline grantee compliance requirements. Funded agencies must also adhere to regulations listed in the Notification of Grant Award and Confidentiality Addendum (see [page 8](#) for more information). All Service Specifications have been revised for this grant cycle. The Fiscal Year 2016 Service Specifications may be found at <http://adsd.nv.gov/Programs/Grant/ServSpecs/FY16>.

2. Funding Sources

The funding source could be federal and/or state funds depending on the funded service. The following pages outline each funding source.

Independent Living Grant (ILG)

Background

In 1998, the tobacco industry nationally agreed to pay \$206 billion to states, over a period of 25 years, as a settlement for health-related costs incurred by the states. Nevada's share was estimated at \$1.2 billion.

The Nevada State Legislature in 1999 passed AB 474, which enacted the Governor's plan for utilizing part of the proceeds of Nevada's Tobacco Settlement monies to support “independent living” among senior citizens living in Nevada.

The Tobacco Settlement payout schedule is projected over a 25-year period, but the level of funding to all states, including Nevada, will be dependent upon the level of tobacco sales, nationally, each year.

Services

Services consistent with one or more of the following goals are considered for ILG funding:

- Enhance independent living through respite care or relief for family caregivers including, but not limited to, adult day care and voucher programs for respite services.
- Promote independent living by providing transportation options, such as escorted transportation, route extensions and taxi voucher programs similar to the Taxi Assistance Program in Clark County.
- Provide an alternative to institutionalization through the provision of supportive services that will enable an individual to remain in his/her own home with an emphasis on providing these services in rural areas and to low-income, minority and seniors with disabilities.

Additionally, see Eligibility and Funding Availability on page 4 for information on funding priorities.

Older Americans Act (OAA) Titles III-B, III-D, III-E & State Transportation and State Volunteer

Background

Visit www.aoa.acl.gov/AoA_Programs/OAA/Introduction.aspx for information on the Older Americans Act.

State funds are used to fund a number of rural transportation services and various volunteer services.

Services

OAA Title III-B: Supportive Services

OAA Title III-D: Disease Prevention & Health Promotion

OAA Title III-E: National Family Caregiver Support Program

State Transportation: Rural Transportation

State Volunteer: Senior Companion and Retired and Senior Volunteer Program (RSVP)

Additionally, see Eligibility and Funding Availability on page 4 for information on funding priorities.

3. Grant Period and Reporting Cycle

This application is for a two-year grant cycle, beginning July 1, 2015, through June 30, 2017. The first year grant period and reporting cycle will be for Fiscal Year 2016 (FY16), which is from July 1, 2015, through June 30, 2016.

Budgetary support for successful applicants beyond the first year will depend upon the overall availability of funds, program performance, program reporting and service priorities established by the Division. The completion of a second-year application is required to be considered for continued funding in FY17.

4. Eligibility and Funding Availability

Non-profits, public agencies and for-profit businesses can apply if interested in providing services.

In keeping with the Older Americans Act Amendments of 2006, special consideration for funding will be given to applicants evidencing service priority to low-income, frail individuals, age 60 or older, in the following categories:

- Individuals in a minority group;
- Individuals with limited English proficiency;
- Individuals at risk for institutional placement;
- Individuals with the greatest economic or social need and/or disabilities; and
- Individuals living in a rural area.

Additional consideration will be given to programs that agree to prioritize services to clients referred by ADSD who are at risk of institutional placement or have been a victim of elder abuse.

5. Application Notification and Distribution

Request for Proposal (RFP) notices were placed in local newspapers, posted on the Division's website, and emailed to current grantees and other interested parties. The RFP and application materials are posted on the Division's website at <http://adsd.nv.gov/programs/grant/opportunities>.

6. Division Contacts

Questions regarding the application process may be submitted on the ADSD website at <http://adsd.nv.gov/programs/grant/applications/fy16questions> by 5:00 p.m. on March 6, 2015. Each question will be answered within two business days if a valid email address is provided.

Additionally, the following Resource Development staff members are available to answer questions. All questions and answers will be posted at the above link through the end of the application period.

Carson City	Elko	Las Vegas	Reno
N/A	Shirley Chantrill (775) 753-1315 schantrill@adsd.nv.gov	Katrina Fowler (702) 486-3518 kfowler@adsd.nv.gov Kristi Martin (702) 486-3519 kmartin@adsd.nv.gov	Judy Ferrer (775) 687-0825 jferrer@adsd.nv.gov
State Operator - for toll-free, long-distance connection to state offices: 1-800-992-0900 (in-state only)			

7. Application Format

A separate application is required for each proposed service (e.g., an agency that is applying for transportation services and homemaker services will submit two applications - one for each proposed service). Do not combine services from multiple Service Specifications into one application.

The application **MUST** conform to the following requirements in order to be considered for funding:

- Applications must be computer-generated (no handwritten or typewriter-produced applications). ADSD uses e-mail as its primary means of communication with applicants and grantees.
- The application must be concise and no more than 28 pages (excluding attachments). Do not include cover sheets, cover letters, unsolicited attachments or application instruction pages, as they will be included in the 28-page limit. Specific page limits are as follows:

- Executive Summary – 4 pages, double-spaced
 - Applicant Questionnaire – 3 pages, single-spaced
 - Proposal Goals and Activities – 2 pages, single-spaced
 - Targeting Plan – 3 pages, single-spaced
 - Organizational Standards – 2 pages, single-spaced
 - All other pages are limited to 1 page only, with the exception of the Budget Detail Worksheet, which is pre-set at 6 pages. If this section does not print on 6 pages, fix the borders in the page break preview in Excel. Some printers will not be able to print with the pre-set borders. Contact Kristi Martin at kmartin@adsd.nv.gov for assistance, if needed.
- Use black, 12-point, Arial font in the application's Word file. In the Excel file, use the pre-set font settings.
 - The application must be on white, 8 ½ x 11 size paper and single-sided. **Staple** the application in top left corner. Do not use binder or paper clips. Do not place the application into a folder or portfolio.
 - **The application must be submitted on Division forms.** The application must be the ADSD Competitive Grant Application – Social Services, Fiscal Year 2016 version (as shown in the application's footer).

8. Submittal Information

- **Deadline: Thursday, March 19, 2015**
 - Applications must be hand-delivered by 4:00 p.m. or postmarked by the due date.
 - **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**
- Number: One signed original and copies as specified below for each application submitted. **Please have the authorized representative sign the original application in blue or red ink to distinguish the original application package from the copies.**
 - **All Legal Services:** Original plus **five** (5) copies
 - **All Other Services:** Original plus **four** (4) copies
- **Failure to meet the application submission deadline, either by postmark or hand-delivery (by 4 p.m.), will eliminate the application from consideration in this two-year funding cycle.**
- Locations: **Mail** to the Las Vegas ADSD office **only** or hand-deliver by 4:00 p.m. to any of the following ADSD offices:

Carson City	Elko	Las Vegas	Reno
3416 Goni Road Bldg. D, Suite 132 Carson City, NV 89706	1010 Ruby Vista Dr. Suite 104 Elko, NV 89801	1860 E. Sahara Ave. Las Vegas, NV 89104	445 Apple Street Suite 104 Reno, NV 89502

9. **Grant Types**

There are two types of grants: categorical and fixed-fee. Regardless of the grant type, applicants must complete and submit all budget pages (Budget Detail Worksheet and Budget Forms A and A-1).

- **Categorical Grants**

All applications request line item costs, such as personnel and fringe benefits, travel, equipment, supplies, occupancy, public information and other expenses.

- **Fixed-Fee Grants**

Fixed-fee programs have a reimbursement rate established for a specific service. The rates are available at <http://adsd.nv.gov/Programs/Grant/Resources>.

10. **Matching Funds**

Match may be any combination of cash or in-kind services. Client service donations cannot be used as match. Title III-B requires non-federal match.

Match Calculations:

- Independent Living Grant funds: Multiply the requested amount by 15%.
- Older Americans Act, Title III-B: Divide the requested amount by 5.666.
- Older Americans Act, Titles III-D and III-E, State Transportation and State Volunteer: No match requirement.

11. **Reporting Requirements**

- All programs are required to report client demographic and monthly program service data in the Social Assistance Management System (SAMS) unless otherwise directed by ADSD.
- Financial reports are required on a quarterly basis.
- Additional reporting may be required.
- If funded, your assigned Resource Development (RD) and Fiscal Specialists will provide reporting instructions.
- The reporting schedule is posted at <http://adsd.nv.gov/Programs/Grant/Resources>.
- Failure to comply with reporting requirements can place a grantee's funding in jeopardy.
- **The reporting history of existing programs will be considered in funding recommendations and decisions.**

12. **Performance Indicators**

Performance Indicators are required. Performance Indicators measure tangible effects that a service has on the wellbeing of a client. Measurements may be both objective and subjective. Further information on Performance Indicators can be found at <http://adsd.nv.gov/Programs/Grant/Resources>.

13. **Application Status Determination**

- Each application will undergo an initial review for completeness and adherence to instructions. Applications that do not meet all requirements will not be accepted for funding consideration. Applicants with rejected applications will receive written notification in March 2015.

- Rejected applicants may appeal this decision, in writing, to the Program Deputy Administrator of the Aging and Disability Services Division in Carson City. The request for review must be received within five working days from the notification of non-acceptance.
- The Program Deputy Administrator will review the appeal and recommend appropriate action to the Administrator.
- The Administrator, or designee, will notify the applicant of the Administrator's decision, in writing, within ten working days of receiving the applicant's appeal.
- The Administrator's decision is final. There will be no additional appeal process.

14. Funding Decisions

- After application acceptance, Resource Development Specialists and independent outside reviewers will review all applications and make initial funding recommendations.
- ADSD and Resource Development Management will review funding recommendations. The Administrator will consider all input prior to making final funding decisions.
- The Administrator's decision is final.

In the event an application is funded, the following will apply:

15. Notification of Grant Award (NGA) and Confidentiality Addendum

An NGA with a detailed cover letter will be sent by e-mail to notify applicants of funding. ***It is very important to read all documents carefully, follow all instructions and comply with all special conditions (if applicable), including signing and returning the NGA to your assigned Resource Development (RD) Specialist, as listed in the e-mail.***

A Confidentiality Addendum will be included with the NGA. This document is required for *each* grant that calls for a program to use and enter data into the Division's statewide SAMS data system. The Addendum must be signed by the same individual who signs the acceptance of the NGA. The original, signed Confidentiality Addendum is then returned with the original, signed NGA to your RD Specialist.

Funds will not be released until all special conditions have been satisfied and all required, signed documents have been returned to, and approved by, your ADSD RD Specialist.

16. Request for Funds

A Request for Funds form must be completed, submitted and approved in order to draw down funds. Funds are requested for a full quarter and distributed on a monthly basis, unless otherwise directed by ADSD. The Request for Funds form will be e-mailed to funded programs with the NGA and Confidentiality Addendum. Programs must use the form that is e-mailed and follow ADSD's policy on submittal, which is available at <http://adsd.nv.gov/uploadedFiles/adsdnv.gov/content/Programs/Grant/Reporting/ADSDGranteePolicyRFFandQFR.pdf>.

17. Vendor Number

All vendors doing business with the State of Nevada must have a vendor number assigned by the State Controller's Office. Current grantees do not have to complete this form, but new grantees are required to complete a Vendor Registration Form before any invoices or grant payments can be made. The Vendor Form must be completed by the grantee and submitted directly to Vendor Services, and a copy must be sent to ADSD's Fiscal Unit in Carson City. New grantees will be provided with the Vendor Services address. Vendor Forms are available at http://controller.nv.gov/VendorServices/Vendor_Services.html.

18. Change of Address

To change the program's address, the grantee must submit a Vendor Information Update and/or Additional Remittance Form to the State Controller's Office. This form is submitted directly to Vendor Services with a copy to ADSD's Fiscal Unit in Carson City. **The Division must be notified of address changes to avoid any delay in receiving funds.** Vendor Forms are available at http://controller.nv.gov/VendorServices/Vendor_Services.html.

19. Service Specifications

General Service Specifications provide program standards for all funded programs, unless noted as exempt in the Notification of Grant Award (NGA). The Service-Specific Service Specifications outline baseline standards for compliance for the specified service.

Service Specifications are evolving documents. Specifications for all services have been revised for Fiscal Year 2016. The revised documents are available at <http://adsd.nv.gov/Programs/Grant/ServSpecs/FY16>.

Once the grant year begins, on July 1, 2015, all of the existing Service Specifications, located at <http://adsd.nv.gov/Programs/Grant/ServSpecs/Documents>, will be replaced with the revised Specifications.

20. Program Instructions – Nevada (PINs)

PINs are statements of ADSD policy that ensure fiscal compliance with statutes, regulations and/or rules. Funded programs must follow the PINs whenever the particular regulation applies to their program. The ADSD PINs are available at <http://adsd.nv.gov/uploadedFiles/agingnv.gov/content/Programs/Grant/nvpins.pdf>.

21. Program Assessment

Programs will be assessed on, at least, a biennial basis, in order to evaluate fiscal accountability, progress towards achieving program goals, objectives, projected outcomes, client satisfaction and adherence to the Division's NGA, Confidentiality Addendum, Assurances, Service Specifications and PINs.

22. Technical Assistance

Each program is assigned a Resource Development (RD) Specialist, who is available to provide assistance with aspects of program development. Fiscal Specialists are available to address questions regarding fiscal matters.

FORM INSTRUCTIONS – Excel File

Please contact ADSD if you have questions regarding a form not listed here, or if the information below does not answer your question.

APPLICANT INFORMATION

Box #	Instructions
1	If the agency is not currently funded by ADSD for the proposed service, choose “New Applicant or Type of Service.” If ADSD is currently funding the service, choose “Currently-Funded ADSD Grant” and enter the agency’s FY15 grant number for that service, which can be located on the FY15 NGA.
2	No action required. The amount requested will auto-fill once the Budget Detail Worksheet is complete.
3	Select the agency’s organization type.
4	Enter Sponsor and Program information, as requested on the form. Complete both sections. Sponsors are entities that are responsible for the funds awarded. Additional information on Sponsors is in <u>PIN #3</u> . Programs are entities that provide service delivery under the grant.
5	Enter the agency’s Employer Identification Number (EIN) or Federal Tax Identification Number.
6	Enter the agency’s Data Universal Numbering System (DUNS) Number. Per PIN #3, it is ADSD’s policy that all grantees must have a DUNS number in order to receive funding. To request, look-up or make changes to a DUNS number, go to http://fedgov.dnb.com/webform . All DUNS numbers are 9 digits.
7	Choose the source of funding for which you are applying. If funded, ADSD may change the funding source if another is more appropriate, or according to funding allocations received.
8	Choose a type of service from the drop down menu. Service definitions and regulations are available at http://adsd.nv.gov/Programs/Grant/ServSpecs/FY16 .
9	List the specific service components that will be provided to clients under the proposed service, should funds be awarded.
10	List the program’s service area(s) for the proposed service. You may list specific cities and/or towns, or describe a larger area (e.g., 15-mile radius around Winnemucca, Statewide with the exception of Clark County, etc.). If you list a county, and not specific cities and/or towns, the program will be expected to serve the entire county. This also applies to grants that enter “statewide” in this section without exclusions listed.
11	List the populations that the agency will target for the proposed service. You may list more than one population-type per line, if needed.
12	Read the statement. Enter the name and title of the agency’s authorized representative. Once the authorized representative has reviewed the completed application package, he/she will sign and date the original Applicant Information form and Assurances, which are in the Word portion of the application in blue or red ink. By signing the forms, the representative is stating that he/she has approval from the Sponsor to sign the forms and verified accuracy of the information in the application.

BUDGET DETAIL WORKSHEET

The agency name and type of service will auto-fill from information entered on the Applicant Information page. Choose the type of grant (categorical or fixed-fee) from the drop down menu.

Describe program expenses requested from ADSD in the budget categories included in the Budget Detail Worksheet (BDW), using the descriptions below as a guide to describe each category of expense. Be sure to explain how each expense is related to the proposed project and identify any one-time costs. Provide calculations where requested and follow the examples.

Information entered on this form will auto-populate Budget Form A. Therefore, do not include excess match on the BDW. Instead, describe additional resources, other than match, in box 9 on Budget Form A-1.

PERSONNEL: List *administrative* staff that will provide direct service under the proposed program and the associated costs to be charged to the grant (percentages will be calculated automatically). Costs associated with administrative staff providing indirect services may only be included in this section in fixed-fee proposals. Also list *program* staff (name and position) and total cost to be charged to the grant. Place an asterisk (*) beside all new positions. Include salary calculations for each administrative and program staff person. A Program Salary will be generated in the far right column. Follow the example on the form.

FRINGE BENEFITS: Fringe benefits will be based on the employee's Program Salary, not his/her Annual Salary. List each position and the type of benefits provided to each (FICA, Medicare, vacation, state industrial insurance, unemployment insurance, etc.). List the ADSD Request and Grantee Match for each position's benefits, as applicable (percentages will be calculated automatically). Follow the example on the form.

CONTRACTUAL/CONSULTANT SERVICES: Explain the need and/or purpose for the contractual and/or consultant service. Identify and justify these costs. Only include costs for which there is a written contract or agreement that can be presented to ADSD auditors and RD Specialists, if requested. Follow the example on the form.

STAFF TRAVEL/PER DIEM: Identify staff that will travel and the purpose/justification, mileage, cost per mile and frequency. Follow the example on the form.

SUPPLIES: List tangible and expendable personal property, such as office supplies, program supplies, etc. List any computer equipment, which cost less than \$1,000. Justify these expenditures. Follow the example on the form.

OCCUPANCY: Identify and justify any facility costs associated with the proposed program (not the entire agency), such as rent, maintenance expenses and insurance, as well as utilities such as power, water and telephone. Follow the example on the form.

PUBLIC INFORMATION: Identify and justify any such costs (e.g., printing of brochure). This category can also include costs for appropriate project promotion, such as media buys, etc. Follow the example on the form.

OTHER EXPENSES: Identify and justify all other expenditures that cannot be identified in another category. These costs may include any relevant expenditure associated with the project, such as training, car insurance, volunteer mileage, etc. These costs are to be included only if they are associated exclusively with this program. If they are associated with multiple sources of funding, the costs are to be included in Administrative Expenses. Follow the example on the form.

ADMINISTRATIVE EXPENSES: Administrative expenses for **categorical** grants must be adequately described and are **limited to no more than 8%** of the direct project costs requested from ADSD. These expenses are used to help cover costs associated with depreciation and use allowances, facility operation and maintenance, general expenses such as accounting, payroll, legal and data processing, and any personnel not providing direct services to the project. Administrative expenses do not apply to equipment purchases. **Fixed-fee** grants may incorporate administrative expenses in the regular line item categories and will not use this specific section of the BDW.

EQUIPMENT: List equipment to purchase, which cost \$1,000 or more, and justify these expenditures. List equipment costing less than \$1,000 under Supplies. Follow the example on the form. There is no guarantee that ADSD will have funds available for equipment.

BUDGET FORM A

The agency name, type of service and grant type will auto-fill from information entered on the Applicant Information and Budget Detail Worksheet pages.

The amounts on this form self-populate from the amounts entered on the Budget Detail Worksheet. This page offers a summary of the grant budget.

BUDGET FORM A-1

The agency name, type of service and grant type will auto-fill from information entered on the Applicant Information and Budget Detail Worksheet pages.

Identify sources of match listed on the Budget Detail Worksheet and Budget Form A. Give a specific description. Entities should be listed by name, not a generalization (e.g., “county funds” would be an unacceptable description). If donations will be used, specify the source, as client donations are not an eligible source of match. If volunteers will be used, list a sampling of their duties and your method for calculating the value of service, as related to the proposed program. In the “Status of Match” column, use the drop down menus to indicate whether the match is Pending, Funded or With Special Conditions.

Matching Funds Requirements: See Matching Funds (#10) on page 7. Federal, OAA Title III-B funding must be matched with non-federal dollars/services.

Match may be any combination of non-federal CASH or IN-KIND services.

Definition of IN-KIND: Any property or services provided without charge by a third party to a second party are IN-KIND contributions. IN-KIND items must be non-depreciated or new assets with an established monetary value.

First Party:	The State of Nevada
Second Party:	The grantee (and sub-grantee of project supported by the grant)
Third Party:	Everyone else

If the grantee (second party) provides the property or services, then it is considered “cash” contributions, because only third parties can provide IN-KIND contributions.

When costing out volunteer time, remember to calculate the cost based on the duties performed, not the volunteer’s qualifications. For example, an attorney may donate his or her time to provide transportation to clients a certain number of hours per month, but the donation is to be calculated based on the normal and expected pay received by drivers, not attorneys.

Definition of CASH: Property or services provided by the grantee are considered “cash” contributions.

Cash donations (other than client service donations) can also be used as match; however, program income cannot be used to match another program. Program income can only be used to enhance the program that generates the funds.

IMPORTANT: Program Income

1. Client service donations may not be used as match, but can be solicited for all services. **Solicitation must be non-coercive. The donation process must be confidential.**
2. Cost sharing (contributions made to a program based on a sliding-fee scale) is prohibited in certain programs. The Division’s Cost Sharing Policy, and a list of the excluded programs, can be found in the PINs, as Appendix 3, at <http://adsd.nv.gov/uploadedFiles/agingnv.gov/content/Programs/Grant/nvpins.pdf>.

PROJECTED OUTPUT MEASURES

The agency name, type of service and grant type will auto-fill from information entered on the Applicant Information and Budget Detail Worksheet pages.

Applicants are required to submit projected output measures to illustrate the proposed number of unduplicated clients and units of service they plan to serve. Demographic information is also required, including: the age of clients, the number of clients who live below the federal poverty level, the number of minority clients, the number of clients with limited English proficiency and the number of clients in rural areas.

To avoid unnecessary confusion, complete the Projected Output Measures page after all other Excel documents have been completed. Cells that are shaded in blue will fill in automatically from data entered in other parts of the file.

In fixed-fee proposals, the number of units of service entered in #9, when multiplied by the fixed-fee rate, must equal the ADSD requested amount. Fixed-fee rates will appear in the unit of service definition section of the form once a service is selected and the grant type is set to fixed-fee.

Units of Service are defined in the Service-Specific Service Specifications at <http://adsd.nv.gov/Programs/Grant/ServSpecs/FY16>.

Fixed-fee rates are posted on the Division's website at <http://adsd.nv.gov/Programs/Grant/Resources>.

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FORM INSTRUCTIONS – Word File

Please contact ADSD if you have questions regarding a form not listed here, or if the information below doesn't answer your question.

APPLICATION CHECKLIST

Enter the name of the organization and service. Assemble the application package according to the instructions on the Checklist. Check off each item to verify that it is included. If required items are missing, the application will be rejected.

Attachments are marked "if applicable" or "optional." If an "if applicable" attachment item is used by the applying agency, the attachment is mandatory. These items are to be attached to the end of the application package.

Properly staple the application. Ensure that the staple went through, and secured, all pages.

EXECUTIVE SUMMARY

Provide a brief history of your organization. Include information relevant to the service being proposed, the needs of the target population that you plan to address, collaboration efforts, notable achievements and other information related to the proposed service.

Validate the organization's capability to perform the proposed project activities.

Provide a thorough justification for funding at the level requested in the application.

Do not exceed four pages, double-spaced in 12-point font.

APPLICANT QUESTIONNAIRE

Provide a detailed answer to each question, or check N/A, as applicable. Do not combine answers.

Question #	Guidance
3	List all funding that has been applied for and/or secured (including fundraising) to support the proposed service . The second portion of question 3 only pertains to programs applying for State Volunteer funding to support RSVP or Senior Companion services.
7	CY = Calendar Year (January through December) Units of Service are defined in the Service-Specific Service Specifications at http://adsd.nv.gov/Programs/Grant/ServSpecs/FY16 . <u>PINs Appendix 3</u> provides information on sliding-fee scales and cost-sharing.
9	As stated in <u>Eligibility and Funding Availability on page 4</u> , additional consideration will be given to programs that agree to prioritize services to clients referred by ADSD who are at risk of institutional placement or have been a victim of elder abuse.
10	New applicants should list business references, not personal references for staff members.

Do not exceed three pages, single-spaced in 12-point font.

PROPOSAL GOALS AND ACTIVITIES

(Logic Model – Examples on Following Pages)

Using these categories, please identify your program's anticipated components. Use bullet points where possible, full sentences are not necessary.

Resources/ Inputs:	<p>List the resources needed to operate your program, <u>excluding</u> the dollar amount requested from ADSD in this grant application.</p> <p>List all the available <u>and</u> anticipated resources, including other funds, staff, facilities, equipment, vehicles, etc.</p>
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Activities	Outcomes	Impacts	Completion Dates
<p>List the activities necessary to accomplish the planned type of service.</p> <p>Describe the activities in terms of tasks to be performed for this type of service (i.e. vacuum, dust, clean, light meal preparation, errands & shopping, medication reminders, hiring staff, recruitment of volunteers, travel, community outreach, client satisfaction surveys and fund raising activities).</p>	<p>List the outcomes or benefits expected of the service.</p> <p>List the benefits to be derived from the service by the target population (i.e. case management to maintain independent living). Benefits should be expressed in terms of changes in behavior, skill levels, knowledge, accessibility, mobility, personal safety, reassurance, level of functioning, better health, etc.</p>	<p>List the anticipated impacts expected for the community as a result of the service.</p> <p>List the impacts your program will have <u>beyond</u> the individuals in your target population, such as lower institutionalization rates, reduced tax dollars for long-term care, enhanced family life, etc.</p>	<p>List dates or timeline that activities will be accomplished.</p> <p>List program milestone achievements and their dates of accomplishment.</p>

Do not exceed two pages, single-spaced in 12-point font, for the Proposal Goals and Activities.

PROPOSAL GOALS AND ACTIVITIES EXAMPLES:

EXAMPLE ONE – Transportation Program

Resources/ Inputs:	<ul style="list-style-type: none"> • \$30,000 – funding from the County • Wheelchair Accessible Van • Insurance Cost • Vehicle Maintenance Cost • Two Paid Staff (two part-time drivers) • Office Space
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Activities	Outcomes	Impacts	Completion Dates
Transport seniors from home to outpatient surgery or return home from hospital	Reassurance of transportation provided to seniors to ensure they can schedule their necessary surgeries	Lower institutional and acute admissions. Seniors would not have to put off outpatient surgeries due to lack of accompanied transportation, and independent living post surgery.	Established program. July 1 through June 30, varies by client.
Transportation to and from senior nutrition program	Nutrition, socialization, change of venue, opportunity to access other services	Better health, increased sense of well-being and access to additional needed services	Established program. July 1 through June 30, varies by client.
Rx Pickup and Delivery	Reassurance that seniors can receive their medications timely without the barrier of a lack of transportation	Enhanced mental and physical health of seniors	Established program. July 1 through June 30, varies by client.

EXAMPLE TWO: Respite Voucher Program

Resources/ Inputs:	<ul style="list-style-type: none"> • Four paid staff (1 Program Director, 2 Case Managers, 1 Administrative Assistant) • Office Space
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Activities	Outcomes	Impacts	Completion Dates
Hire Program Director	Coordination of respite voucher services	Caregiver relief program for service to seniors	July 1, 2015
Hire Case Managers			July 15, 2015
Publish/Distribute Program Brochures	Community awareness of available service	Inform caregivers of services available in the community	August 1, 2015
Distribute and accept applications for vouchers	Community outreach	Seniors and referring agencies access respite vouchers	September 15, 2015
Voucher service and case management begins	Caregivers of seniors receive voucher-related caregiver relief	Increased ability for caregivers to continue care that allows seniors to remain in their own home and avoid institutionalization	July 1, 2015 through June 30, 2016

TARGETING PLAN

ADSD - Aging Services grantees are required to target frail, minority, low-income, rural, homebound and Native American seniors. Per the General Service Specifications, a plan must be developed during the application process and implemented if funded. Answer each question to clearly demonstrate your goals in targeting these populations. Do not combine answers. Detailed answers are required.

Question #	Guidance
1	Describe the service area. Do not generalize the area by stating “the entire county” or “statewide” if you only serve certain towns and/or cities.
2	Describe the population that resides in the proposed program’s service area. Include gender, age, race and other demographics. Cite references.
3	List civic and minority organizations, coalitions, committees, etc., in the proposed service area, or if none, the closest urban area. Indicate if the agency has a membership with the organizations listed, if membership is available.
4	Describe the agency’s plan for associating with the organizations listed in question 3, and other agency partners and collaboration efforts, to better reach the target populations.
5	By implementing a targeting plan, what does the agency hope to achieve, on a statistical level? (Describe planned achievement in meeting person-centered needs in the Executive Summary.)
6	How will the agency track the targeting and outreach activities? What method will the agency use to measure achievements?

Do not exceed three pages, single-spaced in 12-point font, for the Targeting Plan.

ORGANIZATIONAL STANDARDS

Enter the name of the organization/agency. Read the form and respond accordingly. Choose the organizational structure of the agency and identify the governing body or ownership as applicable to the selection. Non-profit agencies must verify information for their board of directors. Applicants must also verify financial accountability.

Do not exceed two pages, single-spaced in 12-point font.

ASSURANCES

At the bottom of the form, enter the agency’s name, and name and title of the authorized representative. The authorized representative reads, signs and dates each form of the original application in red or blue ink, signifying that: (1) He/she has the authority to sign; and (2) the applying agency is capable of and will comply with the assurances if funds are awarded.